

**STATE OF KANSAS
OFFICE OF THE ATTORNEY GENERAL
Through the KANSAS BUREAU OF INVESTIGATION**

INSTRUCTIONS

RENEWAL OF PRIVATE DETECTIVE LICENSE

**Complete this renewal form if you are an employee, owner, partner, officer, director, or associate of a private detective agency actively engaged in detective business.*

The 2-year renewal application must be completed in its entirety to renew your private detective license. An incomplete application will result in processing delays. The Kansas Bureau of Investigation may take up to **90 days** to process an application.

The renewal agency application must be accompanied by:

- Two (2) applicant (blue) fingerprint cards for all owners, partners, officers, directors, associates with the agency.
- Two (2) color, front view, photographs (passport size 2 x 3) taken within 30 days before the renewal application is submitted. Do not wear a hat, scarf or other head gear or sunglasses.
- \$175.00 Renewal fee for an employee of a Private Detective Agency or \$100.00 Renewal fee for each owner, partner, officer, director and/or associate of a Private Detective Agency engaged in detective business. **The application fee is non-refundable.** A personal check, money order, cashiers check make payable to the Kansas Bureau of Investigation. We are able to offer the opportunity to charge any/all private detective licensing fees on your Visa or Master Card credit card. To charge your licensing fees, please complete the credit card form in this packet.
- When applying for renewal of the private detective license, each applicant shall provide one copy of all documents evidencing completion of each program of continuing professional education obtained within the biennial renewal period before the applicant/s submission of the renewal application.

Note: An employee, owner, partner, officer, director, or associate of a private detective agency does **not** need to provide verification of a corporate surety bond in the amount of **\$100,000** or more; a certificate of insurance showing general liability insurance providing coverage in the amount of **\$100,000** or more for bodily injury or property damage caused by negligence and errors or omissions; **OR** verification of **\$100,000** or cash deposit with the State Treasurer. However, the private detective agency will need to provide such verification with the agency renewal.

To allow time for processing the renewal applications, please submit the renewal application, required documents and fees **as soon as possible, but no later than the date of your current license.**

Mail completed renewal application, accompanying documents and renewal fee to:

Private Detective Licensing
Kansas Bureau of Investigation
1620 SW Tyler
Topeka, Kansas 66612-1837

If you have questions please contact, Nicole Dekat, Program Manager, Private Detective Licensing Unit (785) 296-4436, e-mail Nicole.Dekat@kbi.state.ks.us or regular mail.

**FEE SCHEDULE PRIVATE DETECTIVE
LICENSING, RENEWALS & other items**

Independent (self-employed)

License fee - \$250.00 (2yrs from date of issuance)
Renewal fee \$175.00 (2yrs)
Requires \$100,000.00 bond or certificate of insurance

Agency (employs others)

License fee - \$250.00 (2yrs from date of issuance)
Renewal fee \$175.00 (2yrs)
Requires \$100,000.00 bond or certificate of insurance

Individual employee (works under the agency license)

License fee - \$250.00 (2yrs from date of issuance)
Renewal fee \$175.00 (2yrs)
(Insurance covered by agency bond or insurance)

Officer, director, partner, or associate (of the agency engaged in detective business)

License fee - \$100.00 (2yrs from date of issuance)
Renewal fee \$100.00 (2yrs)
(Covered by agency bond or insurance)

Firearms permit (any licensed private investigator can apply for a firearms permit)

Permit fee - \$50.00
Renewal fee \$50.00 (2yrs)

Firearms trainer

Fee - \$100.00
Renewal fee \$100.00 (2yrs)

Other items:

Badge (and case) - \$55.00
Duplicate license - \$5.00
Information/application packet - \$15.00 (deducted from cost of application)
Current list of private detectives & agencies in Kansas - \$.24 per page

Date of Request
_____ - _____ - 2 0 _____

Name on Credit Card

Mailing Address for Credit Card
Street: _____

City: _____

State: _____ Zip
code: _____

Expiration Date
_____ - _____

Visa/MC 16 digit card number _____ **MANDATORY 3 digit auth. code on back of card** _____

Phone Number:
_____ - _____ - _____

Other Information Number:

What is to be billed on the credit card

Check all that apply

- | | | | |
|--------------------------|---|----------------|-------|
| <input type="checkbox"/> | - | PI Packet | _____ |
| <input type="checkbox"/> | - | Application | _____ |
| <input type="checkbox"/> | - | Firearm Permit | _____ |
| <input type="checkbox"/> | - | Badge/Case | _____ |
| <input type="checkbox"/> | - | Renewal | _____ |
| <input type="checkbox"/> | - | Misc - explain | _____ |

Amount to be billed on your credit card

(sample - \$250.00)
\$ _____ . _____

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PRIVATE DETECTIVE LICENSE
RENEWAL

1. Name: _____
2. As an Employee, Owner, Associate, Partner, Officer, or Director of a Private Detective Agency, please provide:
- Name of agency: _____ Agency number: _____
- Position with agency: ☐ Employee ☐ Owner ☐ Associate ☐ Partner ☐ Officer ☐ Director
- Street address: _____
- (Number & Street) (Suite) (City) (State) (Zip)
- Business phone: _____ Fax number: _____
- E-mail: _____ Cell phone: _____
3. Mailing address if different from above: _____
- _____
- _____
4. Private detective license number: _____
- Firearm permit number (if applicable): _____
- Badge number (if applicable): _____
- Firearms trainer number(if applicable): _____

Please answer the following questions. *If you answer “yes” to any of the questions, please provide a separate page with a full explanation.*

5. In the past 2 years have you:
- (a) been arrested for **any** crime other than minor traffic violations in this state or any other state? ☐ Yes ☐ No
- (b) been indicted or convicted of a felony in this state or any other state? ☐ Yes ☐ No
- (c) been convicted of a misdemeanor in this state or any other state? ☐ Yes ☐ No
- (d) been the subject of a complaint to any department, bureau, board, prosecuting officer, criminal court, or any other governmental or regulatory body or officer in this state or any other state? ☐ Yes ☐ No
- (e) had any license as a private detective denied, suspended, revoked, or subjected to other disciplinary action in this state or any other state? ☐ Yes ☐ No
- (f) become a law enforcement officer or been granted a special commission from any law enforcement? ☐ Yes ☐ No

- (g) been found incompetent, incapacitated or impaired by reason of mental condition, deficiency or disease? ☐ Yes ☐ No
- (h) become addicted to, dependent on or abusive of alcohol or any controlled substance, narcotic or drugs excluding medicines prescribed by a physician? ☐ Yes ☐ No
- (i) received inpatient or outpatient treatment for alcohol, any controlled substance, narcotic or drug addiction, dependence or abuse? ☐ Yes ☐ No

If you answered yes please explain: _____

APPLICANT'S AFFIDAVIT

(Must be signed before a Notary Public)

I, _____, of lawful age, being first duly sworn, on my oath,
(Applicant Please Print your name)

State that I am the renewal applicant, herein. I have read and examined the statements made in the above renewal application, including all statements made in any accompanying papers, and that the information contained herein is true and correct to the best of my knowledge and belief.

Applicant's Signature

Date

Subscribed and sworn to before me this _____ day of _____, _____

Notary's Signature

STATEMENT OF EMPLOYMENT

I, _____, renewal applicant for a private detective
(renewal applicant's name)

License, am employed by _____

Private detective agency, licensed by the State of Kansas under agency license number A-_____.

Applicant's Signature

Employer's Signature

Date

Employer's name (Printed)

Date

Personal Information (please type or print):

Name: _____

Alias or other names used: _____
(to include maiden name and prior married names, etc)

Sex: _____ Race: _____ Date of Birth: _____

Social Security Number: _____

Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

Residence Address: _____
(Number & Street) (City) (State) (Zip Code)

Home Phone Number: _____

Cell Phone Number: _____